



STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

12 JUL 11 A11:48

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Transportation
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

A fully customized written test to meet the needs for civil service testing for an Entry Level Firefighter (SR-15) to fill vacant positions statewide (Oahu, Hawaii (Hilo and Kona), Kauai). This test will help identify candidates who have the potential of performing at the highest level in the State's Firefighting Program. The test should comprise of approximately 100 questions that have been customized and validated to measure the candidate's ability to understand oral and written information, perform basic math and be able to work as a team member in a community living environment. The test should take no more than two hours to complete. 1000 tests are needed. The test is scheduled to take place on August 4, 2012 (Saturday) on Oahu, Hawaii and Kauai.

2. Vendor/Contractor/Service Provider:

CPS HR Consulting

3. Amount of Request:

\$ 7,000.00

4. Term of Contract

From: *CPO Approval Date*

To:

12 months from approval date

5. Prior SPO-007, Procurement Exemption (PE): none

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

See enclosed addendum.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

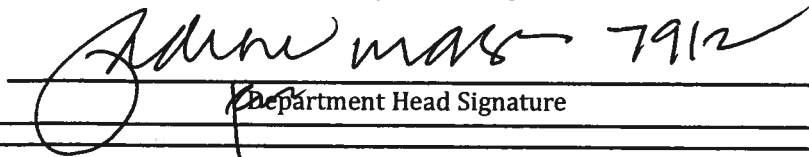
The DOTA solicited quotes from four different vendors for the customized tests, however, only two vendors responded by the deadline. An SPO-10 was prepared to record the quotes (see attached)

If requirements for the SR-15 position change, the DOT-A will solicit quotes from other vendors to provide a new test.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Sidney A. Hayakawa	Airports	838-8604	sidney.a.hayakawa@hawaii.gov
Lori Lynn Yasutake	Airports	838-8614	lorilynn.l.yasutake@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.*


Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted:

7/11/12

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for a 12-month period from the CPO approval date. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

Date

7/24/2012

NOTICE OF REQUEST FOR EXEMPTION FROM HRS CHAPTER 103D
ADDENDUM – Section 6

On 1/23/12 the DOT-A purchased approximately 1000 customized written tests from CPS HR Consulting (CPS) for candidates applying for 10 vacant SR-15 positions in the Maui District. The tests were administered to candidates on Kahului, Maui on January 27, 2012. The Department of Human Resources Development (DHRD), who assisted the DOT-A in administering the test, has certified the validity of the test provided by CPS. DHRD and DOT-A would like to replicate the recruitment process to fill the vacant SR-15 level positions on Oahu, Hawaii (Kona and Hilo) and Kauai.

It is the opinion of DHRD and DOT-A, based on previous cases and grievances, that we acquire the same tests from CPS in order to fairly and adequately identify candidates on the other islands. We can not provide another vendor with a copy of CPS's questions due to copy right protection and proprietary restrictions. We can not duplicate additional copies of the same set of questions without CPS's permission and appropriate compensation.

By using the same test that was administered on Maui the DOT-A would be in a defensible position in entertaining any grievances or arbitration for unfair practices, which could occur if another vendor's test was used.

PE 13-05K



STATE PROCUREMENT OFFICE RECORD OF PROCUREMENT

1. Agency: Department of Transportation, Airports
Division

2. PO/pCard. No. _____

3. Date: 1/23/2012

4. Project/Requisition/Work Order No. _____

5. Record for: ☒ Small Purchase procurements for goods, services, & construction \$5,000 to less than \$15,000 (HRS §103D-305)*
☐ Small Purchase procurements for health & human services less than \$25,000 (HRS §103F-405)

* Small purchases \$15,000 to less than \$100,000 (goods & services) and less than \$250,000 (construction) shall be conducted on the Hawaii Electronic Procurement System (HePS) pursuant to Procurement Circular No. 2009-15.

6. **PART A.** Description of good/service/construction to be procured (Ref. HAR chapter 3-122, subchapter 8):
Reference is made to the Attachment dated 12/30/11

7. **PART B.** Quotations Solicited - Obtain no less than three written quotes (Ref. HAR §3-122-75(b) & (c)):

Award To: (Check Box)	8. Vendor/Company Name	9. Representative Name	10. Phone No	11. Date of Quote	12. Amount Quoted
<input checked="" type="checkbox"/>	1.CPS HR Consulting	Clinton Kelly	916-471-3385	01/09/2012	\$6924.50
<input type="checkbox"/>	2.Fire Service Testing Company, Inc.	Henry Morse	863-815-8287	01/10/2012	\$9745.00
<input type="checkbox"/>	3.ISO Solutions	Enquires	01452-411974		none
<input type="checkbox"/>	4.IPMR-HR Test Products Services	Young Ho Kang	703-549-7100		none
<input type="checkbox"/>	5.				

13. **PART C.** Justification for inability to obtain minimum three quotations, if applicable (Ref. HAR §3-122-75(d)):

Note: ISO Solutions was given until 1/17/12 to respond but they did not respond to provide a quote after two (2) separate requests via email was submitted to them. On 1/18/12 IPRM-HR Test Products Services was given until 1/20/12 to respond but they did not respond to provide a quote.

14. **PART D.** Justification for award to other than lowest responsive, responsible vendor, if applicable (Ref. HAR §3-122-75(e)):
n/a

Employee** conducting procurement:

Procurement Officer** approval:

JAN 24 2012

15. Signature *[Signature]*

Date 1/23/12

16. Signature *[Signature]*

Date

**In accordance with Procurement Delegation No. 2010-01 - Delegation of Procurement Authority

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.